

COUNCIL ON HOUSING  
Public Session  
Buena Vista Conference Center  
New Castle, Delaware  
November 9, 2011

Motions

- Approval of October 12, 2011 Minutes.
- Approval of RC&D FY12 Grant Request, Resolution No. 434.
- Approval of Habitat for Humanity-New Castle County-Prices Run Grant Request, Resolution No. 435.
- Approval of Habitat for Humanity-New Castle County-Mill Stone Run Grant Request, Resolution No. 436.
- Approval of Central Delaware Habitat for Humanity-Frederica Grant Request, Resolution No. 437.
- Approval of Heron Run Apartments Loan Request, Resolution No. 438.
- Approval of Carvel Gardens Loan Request, Resolution No. 439.

Important Dates

- November 10 - 2012 Budget hearing, Legislative Hall
- December 12 – QAP public hearing
- December 14 – COH holiday luncheon and meeting
- January 31, 2012 – deadline for submissions of first round of 2012 HDF applications
- April 15 - Tax Credit applications due

Norma Zumsteg, Chair, called to order the public session of the Council on Housing at 2:05 p.m. on November 9, 2011. In addition to Ms. Zumsteg, the following Council members were present:

Anita Auten	Donna Mitchell
Russ Huxtable	Ralph Peters
Hugh Leahy	Ruth Sokolowski
Connie Louder – via telecon	Vincent White

The following Council member was absent and excused from the meeting:

Pat Batchelor

Also attending:

Lynda Blythe, Administrative Specialist III, Delaware State Housing Authority (DSHA)  
Cynthia Deakyne, Housing Asset Manager, DSHA  
Susan Eliason, Director of Housing Development, DSHA  
Matthew Heckles, Director of Policy and Planning, DSHA

H. James Loescher, Housing Project/Loan Manager, DSHA  
Corinne Todd-Grieve, Housing Project/Loan Manager, DSHA

Guests present:

Tom Ayd, Green Street Housing  
George Danneman, The Danneman Firm  
Donna Fierro, Habitat for Humanity-New Castle County  
David Layfield, Green Street Housing  
Brian Lessard, Habitat for Humanity-New Castle County  
Jocelyn McBride, Central Delaware Habitat for Humanity  
Gina Miserendino, Delaware Housing Coalition  
Fred Traute, RC&D  
Sheba Vine, The Danneman Firm  
Glenn Worgan, Delaware Valley Development Corp.

### APPROVAL OF MINUTES

Mr. Peters moved that the Minutes of October 12, 2011 be approved as written. Mr. Huxtable seconded the motion and the Minutes were unanimously approved.

### DSHA REPORT

- October 11 – the 2012 annual Developer’s QAP forum was held. Per Ms. Eliason:
  - 20 members of the development community attended and participated with good feedback and interest in DSHA’s efforts for the coming year.
  - Anas Ben Addi, DSHA Director, opened the meeting by sharing some of the internal organizational changes at DSHA in 2011 and information regarding how DSHA plans to utilize the \$10 million in the bond bill using the funds as leverage as well developing other opportunities to preserve and create affordable rental.
  - Topics discussed for inclusion in the 2012 QAP were:
    - Changes to the bidding requirements.
    - Increase in the compliance period and its associated points.
    - Increase in points for mixing incomes.
    - Increase in developer’s fee to fund a subsidy account.
    - Introduced maps (which will be available on-line) for balanced housing investment.
    - Improvement in transit access information.
    - Opportunities to assist extremely low-income residents.
- November 10 – Mr. Heckles stated the first of three Office of Management and Budget (OMB) public hearings for the 2012 budget will be held at 10:00 a.m., in the Senate Chamber of Legislative Hall in Dover. Council members and advocates were urged to attend. Ms. Zumsteg and Mr. Peters will be attending the hearing.

- December 12 – the public hearing for the QAP will be held at the Department of Natural Resources & Environmental Control's (DNREC) auditorium located at 89 Kings Highway, Dover, Delaware from 9:30 to 11:00 a.m.

## COMMITTEE REPORTS

### LOAN REVIEW

Mr. Leahy stated the committee met on October 31<sup>st</sup> and, after due discussion, recommends that the four grant and two loan requests reviewed be approved for funding. Mr. Leahy also stated that, in order to fully fund the grant requests, a shifting of \$50,000 from unspent fall program support set-aside funds and \$20,000 from set-asides that will be available in housing grant applications in the spring cycle would be required. Council's approval of the requests would also approve the funding changes requested.

Mr. Leahy presented the following requests for recommendation of approval by the Council:

- RC&D FY 12 – with a correction to the grant expiration date in the Synopsis of October 31, 2012 from November 30, 2012, Ms. Sokolowski moved, and Mr. Peters seconded, that Resolution No. 434 be approved. The motion passed with nine yes votes and Mr. Huxtable abstaining.
- Habitat for Humanity-New Castle County-Prices Run – Mr. Huxtable moved, and Ms. Sokolowski seconded, that Resolution No. 435 be approved. The motion was passed unanimously
- Habitat for Humanity-New Castle County-Mill Stone – Ms. Auten moved that Resolution No. 436 be approved. Mr. Peters seconded the motion and it was unanimously passed.
- Central Delaware Habitat for Humanity-Frederica – Item 14 of Resolution No. 437 should be changed to read: "Should development fall short of previously stated conditions, Grantee shall notify Grantor to identify problems and to avoid the termination of the development." Ms. Auten moved that Resolution No. 437 be approved as changed. Ms. Mitchell seconded the motion which was passed with eight yes votes and one no vote.
- Heron Run Apartments – Mr. Peters moved that Resolution No. 438 be approved. Ms. Mitchell seconded the motion which was unanimously passed.
- Carvel Gardens – Mr. Huxtable moved that Resolution No. 439 be approved. Mr. Peters seconded the motion and it was unanimously passed.

Mr. Leahy also stated that two additional requests for funding of LIHTC projects will be presented to Council in December or January. January 31, 2012 is the submission deadline for the spring cycle of non-LIHTC HDF funding.

### OPERATIONS

Ms. Louder stated there was no report at this time.

## HOUSING POLICY

Ms. Sokolowski reported:

- The committee, along with Ms. Zumsteg and Mr. Leahy, met on 11/9 and discussed the HDF competitive funding process system beginning with the Housing Support Grants.
- The ranking and scoring process of the applications is going very well.

The committee recommended the following for 2012:

- Funding for the Homeless Planning Council – inasmuch as the program is required by the state, future funding should be provided as contract service which DSHA purchases. Additional HDF funds required would be requested by DSHA to Council but not be subject to review as compared to other grant programs.
- Applications, once submitted, should not be changed except for minor clerical errors.
- Definitions need to be established/clarified:
  - Housing programs – applications from homeless services should be only for funding to directly help people acquire permanent shelter, i.e. security deposits, assistance in finding permanent rental housing.
  - Measuring grant leverage against other resources. Should the applicant choose to include the value of in-kind services, i.e. volunteer labor, it would be permitted if it is contributed goods or services directly related to the program, not for the overall agency budget.
  - Threshold requirements – past failure on the part of an agency to adequately deliver on outcomes from prior grants should be considered and if the agency has not resolved the issue to DSHA's satisfaction should be a threshold issue that could eliminate the request from being considered any further.

## COMMUNICATIONS

Mr. Peters stated there was nothing to report at this time.

## OLD/NEW BUSINESS

There was no old or new business presented.

## ADMINISTRATIVE MATTERS

Ms. Zumsteg stated the following:

1. The annual holiday luncheon will be held December 14<sup>th</sup> at the Wild Quail Golf & Country Club, Wyoming, DE.
2. The 2012 proposed meeting schedule was distributed to all in attendance.
3. Strategic Planning meeting -Mr. Heckles will contact the Office of Management and Budget to schedule a facilitator and form an agenda for the early 2012 meeting.

### ADJOURNMENT TO EXECUTIVE SESSION

Ms. Sokolowski moved to adjourn to Executive Session. Mr. Huxtable seconded the motion which was unanimously passed and the meeting adjourned at 3:30 p.m.

### SCHEDULING OF NEXT MEETING

Upon reconvening the Public Session at 3:40 p.m., Ms. Zumsteg stated the next meeting will be held December 14, 2012 at the Wild Quail Golf & Country Club, Wyoming, DE and the January meeting will be held January 11, 2012, at Buena Vista Conference Center in New Castle, DE.

### ADJOURNMENT

Council unanimously approved the motion by Mr. Huxtable that the meeting be adjourned at 3:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Lynda T. Blythe".

Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.